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APPENDIX A

PRESENT RECORDS HOLDINGS

It is estimated that the Agency now has in its possession 92,000 cu. ft. of records. The following factors are the basis for this estimate.

1. Total number of pieces of filing equipment in the Agency - 16,733.
2. The average capacity of the various types of filing equipment - 5.5 cu. ft.
3. Factors offsetting one another, such as:
 - (a) Space in filing equipment utilized for overnight storage.
 - (b) Records maintained in places other than filing equipment, such as on shelves in vaulted areas.

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APPENDIX B

ANNUAL RECORDS ACCRETIONS

It is estimated that records created and accumulated by the Agency would amount to an annual accretion of 20,000 cu. ft. This appears to be a reasonable figure in view of the following:

1. Personnel in the National Archives and Records Service stated that an estimated 1 1/2 cu. ft. of records are accumulated for each person employed by an Agency. The experience of the National Records Management Council in industry, indicates that this figure is approximately 2 cu. ft.
2. Purchases of filing equipment in 1950 with a capacity of 12,200 cu. ft.; 1951, 18,300 cu. ft.; 1952, 23,300 cu. ft.

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APPENDIX C

RETIRABLE RECORDS

- A. It is estimated that of the 92,000 cu. ft. of records in the Agency, 30%, or 27,600 cu. ft., could be released after the initial inventory and appraisal. This percentage appears to be conservative on the basis of:
1. Records inventories of the General Services Office and Office of Operations, Contact Division. The inventories showed that 68% of the records of General Services Office and 32% of those of Office of Operations, Contact Division could be released to a Records Center.
 2. An estimate, in the Hoover Commission Report, that over 50% of all Government records accumulations could be released.
 3. The release of as much as 74% in industry as experienced by the National Records Management Council.

27,600 cu. ft. of records is equivalent to 3,450 4-drawer filing cabinets valued at \$810,000.

- B. It is estimated that a volume of records equivalent to 40% of the 20,000 cu. ft. annual records accretions, or 8,000 cu. ft. *, can be transferred to the Records Center each year after the effective date of a schedule for the systematic retirement of inactive records. 8,000 cu. ft. of records is equivalent to 1,000 4-drawer filing cabinets valued at \$235,000.

There is no available experience on which to base this estimate. However, it is reasonable to assume that a large percentage of records 3, 4, 5 or more years old will not be needed for frequent reference. At present, it is difficult to retire Agency records to a Records Center because current records are commonly interfiled with non-current records. Once procedures for the systematic cut-off and retirement of files are established, the current records will automatically be segregated from those that are non-current, which will overcome this difficulty.

- * The estimate of a volume of records equivalent to 40% of the annual accretions applies to non-current records, which may be as much as ten years old, and not to current records.

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APPENDIX D

COST ESTIMATE OF PROPOSED RECORDS BUILDING

Building: Basement and one story; exterior of reinforced concrete walls; reinforced concrete flat slab frame (with monolithic floor finish); concrete masonry unit partitions; exposed concrete ceilings (painted); asphalt tile floor in offices and darkroom; cement finish elsewhere; fluorescent lighting throughout (secondary current); air conditioned with humidity control and forced air heat; security alarm system (no sprinklers); hydraulic elevator. Provisions for additional story. Contract to include installation of shelving furnished by Government.

Gross Area: Basement 10,320 sq. ft.
 1st Floor 10,970 " "
 Total 21,290 sq. ft.

Volume: Approximately 320,000 cu. ft.

E S T I M A T E

Construction	\$200,000
Air Conditioning and Heating	110,000
Fluorescent Lighting Fixtures	11,000
Electrical Work (Secondary Current)	33,000
Security Alarm	3,000
Plumbing	8,000
Elevator	10,000
Approaches	10,000

TOTAL ESTIMATED CONSTRUCTION COST 385,000

Contingencies 20,000
\$405,000

Deduct from above for brick face with
 8-inch masonry unit backing. \$10,000

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